

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEA105640549D

Opening Date: June 24, 2005

Closing Date: July 08, 2005

Position: Supply Clerk, GS-2005-4
Salary: \$26,686 - \$34,689 Annual
Place of Work: Tobyhanna Army Depot, Dir/Public Works, Equipment and Supply Division, Tobyhanna, PA 18466
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 01

Link to job announcement at <http://acpol.army.mil/employment> for more information.

Duties: You will maintain all documents, inventory listings, and reports (special and recurring) pertaining to the receipt, storage, utilization, and consumption of petroleum, oil, and lubricant (POL) products at TAD. Notifies receiving activity attendant of scheduled delivery time and product type. Maintain records (quantity, vehicle number, receiving site, etc.) of daily fuel issues to include recent calibrations of fuel dispensing and meters, transferred to and from TAD trucks. Submits required petroleum product sample for laboratory analysis as requested by the testing activity (New Cumberland Army Depot). Researches stock status discrepancies resulting from shipment of erroneous quantities, incorrect unit of measure, price changes, etc. Reviews requisitions, bills of lading, reject listing, activity register, stock numbers, Daily Transaction Register, files, etc., and coordinates involved personnel in attempt to resolve discrepancies.

About the Position: Tobyhanna Army Depot is the largest, full-service electronics maintenance facility in the Department of Defense with a total installation work force of more than 4,400. The depot's mission includes design, manufacture, repair and overhaul of hundreds of electronic systems for all branches of the Armed Forces. They include satellite terminals, radio and radar systems, secure communications, electro-optics, night vision and anti-intrusion devices, airborne surveillance equipment, navigational instruments, electronic warfare, and guidance and control systems for tactical missiles. For over 50 years, Tobyhanna personnel have built a tradition of unparalleled customer satisfaction through the delivery of timely, cost-effective, and high-quality products and services. Located in Northeastern Pennsylvania, near Stroudsburg, Scranton and Wilkes-Barre, the depot is readily accessible to major East Coast cities, interstate highways, railways, international airports, colleges and universities.

Who May Apply: (Click on Who May Apply)

THIS IS A DELEGATED EXAMINING ANNOUNCEMENT OPEN TO ALL U.S. CITIZENS.
Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications: Click on link below to view qualification standard.

General Schedule

Applicants must possess ONE year of progressively responsible general experience. Your resume must indicate your overall, knowledge, experience, training and education (as stated in the major duties paragraph of this announcement) to independently perform a variety of supply and clerical support duties required for the position. (e.g. request forms and publications, maintaining records, requisition review, ordering supplies, etc.) **PHYSICAL EFFORT:** Work involves walking, bending, stooping, and carrying of light materials. **WORKING CONDITIONS:** The work is generally performed in a typical office setting; however, approximately 10% of incumbents time is required outdoors. **PREFERENCE:** For preference to be granted your resume supplemental information must clearly show your

entitlement to preference. This is done by listing campaign badges, medals earned, dates of military service for which preference is authorized, etc.. Veterans claiming 10-point preference must indicate date of VA letter certifying compensation for a service-connected disability or disability retirement pay, or other appropriate information that substantiates the claim of veterans preference. If selected, you must submit documentation that verifies Veterans Preference that was claimed on your resume.

GS-04: One year of general experience equivalent to the next lower grade, or 2 years of higher education above High School, or a combination of experience and education.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Education can be substituted for experience. Review the qualification requirements for specific information.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Other Information:(Click on Other Information)

The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on

http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf

Permanent Change of Station (PCS) expenses are not authorized.

Other Advantages: This job provides an excellent opportunity to make a positive contribution to the U.S.Army vision.

Other Requirements:(Click on Other Requirements)

Personnel security investigation required.

You will be required to provide proof of U.S. Citizenship.

If selected, official college or university transcript must be submitted.

You may claim Military Spouse Preference.

Credit will be given for appropriate unpaid experience or volunteer work.

One year trial/probationary period may be required.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

Resumes must be received by the closing date of this announcement.

Self-nomination must be submitted by the closing date.

Resume must be on file in our centralized database.

Announcements close at 12:00am (midnight) Eastern Time.

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Mary Ross, NECPOC, 410-306-0051, mary.jane.ross@us.army.mil

THE DEPARTMENT OF DEFENSE IS AN EQUAL OPPORTUNITY EMPLOYER
